



Contact Information Form

Embassy CMS Program

General Information

City	Country
Region	Post Type

Contact Information

Primary Contacts

PAO	E-mail
Webmaster	E-mail
Backup	E-mail

Content Managers

Name	E-mail

NOTE: IT IS REQUIRED THAT ALL WEB MANAGERS, PAOS, BACKUP WEB MANAGERS AND CONTENT MANAGERS BE SUBSCRIBED TO THE IIPWEB LISTSERV. THIS DOCUMENT IS USED TO POPULATE THE LISTSERV AND TO AUDIT CMS SITE ACCESS.

ANY CMS SITE ACCOUNTS OR LISTSERV SUBSCRIBERS NOT LISTED ON THIS FORM MAY HAVE THEIR ACCOUNTS DEACTIVATED AND THEIR SUBSCRIPTION TO THE LISTSERV REMOVED WITHOUT NOTICE.

IF YOU HAVE ADDITIONAL TEAM MEMBERS WHO DO NOT FIT ON THIS FORM, PLEASE COMPLETE ADDITIONAL FORMS UNTIL ALL MEMBERS OF YOUR TEAM ARE IDENTIFIED.



Additional Information

Do you have a full-time webmaster at Post?

If yes, is this person's full-time job in PD?

Do you have a part-time webmaster at Post?

What percentage of this person's time is spent on maintaining/updating the Public website?

What other jobs is this person responsible for at Post?

If you don't have a full-time or part-time webmaster, who maintains the U.S. Mission website?

How many U.S. Mission websites do you maintain? (Please include any Language websites)

How often do you update the website?

Does your Post maintain a Facebook presence?

Who maintains the Facebook site?

What percentage of this person's time is spent maintaining the FB Site?

How would you describe the relative importance of your Facebook site and your official website?

What do you use for content on your Facebook site?